

AE Qualification Document Upload Instructions for AE Firms

Overview

For projects larger than \$5 million, Architects and Engineers (A/E's) are required to submit their Qualification Document by uploading the same via the DOA/DSF website. A new feature of DSF's Web site enables A/E firms to upload (via a secure connection) an electronic copy of their Qualification Document submitted in response to projects posted on the 'AE Invitation for Services' Web page. Authorized users are then able to view the Qualification Documents submitted by interested AE firms.

Note: This document contains instructions for uploading an AE Qualification Document only. Please refer to the posted 'Invitation file' for the detailed requirements.

Step 1: View projects listed on the DOA/DSF Web site, under the 'AE Invitation for Services'

The screenshot shows the homepage of the Wisconsin Department of Administration's Division of State Facilities (DSF). The address bar displays www.doa.wi.gov/dsf. A callout box with a black border and white text says: "Browse to www.doa.wi.gov/dsf and click 'AE Invitation for Services' under 'Quick Find'". An arrow points from this box to the 'AE Invitation for Services' link in the 'Quick Find' menu on the right. The 'Quick Find' menu includes links for 'Project Bidding - Construction', 'AE Registration-Setup Data Record', and 'AE Invitation for Services'. The left sidebar contains links for 'DOA Home', 'DSF Home Page', 'What's New in DSF', and 'Architecture & Engineering'. The main content area features a 'Print Version' link and a paragraph about the DSF's responsibilities.

The screenshot shows the 'AE Invitation for Services' page. The address bar displays <http://www.doa.state.wi.us/category.asp?linkcatid=772&linkid=608&locid=4>. A callout box with a black border and white text says: "Click 'AE Invitation for Services - \$5 Million and Over & Selection Results'". An arrow points from this box to the corresponding link in the list of services. The page title is 'AE Invitation for Services'. The main content area includes a paragraph about the value of projects and a list of links: 'AE Invitation for Services - \$5 Million and Over & Selection Results', 'AE Solicitations - Under \$5 Million', 'AE Solicitation Results - Under \$5 Million', and 'Anticipated Selection Committee Meeting Dates'. The left sidebar contains links for 'DOA Home', 'DSF Home Page', 'What's New in DSF', and 'Architecture & Engineering'. The right sidebar contains links for 'Return to Previous' and 'Print Version'.

Step 2: Click the 'Upload Electronic Qualification Submittal' link under the appropriate project

Division of State Facilities
Architect/Engineer Invitations for Service

Project No.: 07K2R
Project Name: **New Residence Hall Phase I**
Institution: UNIVERSITY OF WISCONSIN/STEVENS POINT CAMPUS
Location: CITY OF STEVENS POINT, Wisconsin
Construction Cost: \$19,444,000
AE Submittal Date: 4/21/2008
Last Item Update: 3/24/2008 11:51:42 AM
Invitation file: [Qualification pkg.doc](#) (270 kB)
Support file 1: [Project Description.pdf](#) (574 kB)
Support file 2: [Contract.doc](#) (307 kB)
Support file 3: [Screening Frm.xls](#) (71 kB)
Support file 4: [Std interview questions.doc](#) (53 kB)
Support file 5: [AE Fee Rate Sheet.xls](#) (45 kB)
Support file 6: [Capital Budget.pdf](#) (24 kB)
[Click here for a list of AEs interested in this project.](#)

[Upload Electronic Qualification Submittal.](#)**

**Note that the official AE qualification document shall be as submitted via two hard copies and one electronic (CD/DVD/Flash) copy to the DSF 7th Floor office at 101 E Wilson, Madison, WI 53702 by the deadline in the invitation file above.

Please note that as displayed on the screen 'the official submittal of the AE qualification document will be made via two hard copies and one electronic (CD/DVD/Flash) as submitted to the DSF 7th Floor office at 101 E Wilson, Madison, WI'ZX

Step 3: Log in to WisBuild using your WisBuild username/password. If you cannot remember your password, click the 'Forgot Your Password' link. If you do not have a WisBuild account, send your account request to wisbuild@wisconsin.gov a minimum of 3 working days prior to the qualification submittal deadline.

wisconsin.gov state agencies subject directory

WISBUILD™
DSF Information System

Enter Username Here:

Enter Password:

[Forgot Your Password?](#)

By clicking 'Enter' below and logging in to Wisbuild, you agree to all the terms and conditions as stated in the Wisbuild [User Agreement](#)

[Frequently Asked Questions](#)
[DSF NT Login](#)
[DSF News](#)

WISBUILD


Step 4 (Optional): If your firm does not have an AE Data Record in WisBuild OR if your firm's listed insurance has expired, a screen will prompt you to update this information using the 'A/E Data Record' link listed on the left column.



Step 5: Upload your Qualification Document by first clicking 'Yes' to the document viewing statement and using the 'Browse' and 'Upload' buttons to locate your file .

Please note the following regarding your AE Qualification document:

- The file size limit is 25 MB and the required file format is Acrobat (.pdf).
- Only one file may be uploaded -- you may upload a revised document prior to the deadline by first deleting the original document using the trash can icon
- In order to participate in the AE selection process, the AE selection Committee voting members and invited guests must sign an Ethical and Confidentiality statement on file with DSF
- The selection committee voting members and invited guests will be provided a password to view the qualification material via WisBuild and will be able to keep the handout material at the conclusions of the interviews



AE Invitation Information

Wednesday, April 16, 2008 - Architect

[In Basket](#)
[Contacts](#)
[A/E Data Record](#)
[Change Password](#)
[Project Selection](#)
[Home](#)
[Help](#)
[Log Off](#)

Project No.

Agency

Institution

Title

Description

Submittal Deadline

07K2R

UNIVERSITY OF WISCONSIN

STEVENS POINT CAMPUS

New Residence Hall Phase I

Phase I will construct one new 300 bed suite-style residence hall, approximately 133,200 GSF and will include conceptual drawings for Phase II (200 beds) that will be constructed in the future. The site is to be located east of Hyer and May Roach Halls, north of Allen Center, south of baseball field and west of Illinois Avenue. Phase 2 shall be similar in stories and configuration and will possibly be linked.

4/21/2008 12:00:00 AM

Your file document must be uploaded prior to the qualification submittal deadline indicated above.

Checking 'Yes' will allow your AE Qualification submittal to be visible to DSF staff, state agency staff, and other staff as identified. Other consultants will not be able to view your qualification submittal. If you have previously uploaded a submittal, it must be deleted in order to choose 'No'.

☒ Yes
 ☐ No


Format of qualification must be .pdf. Maximum file size is 25 MB. You have the option of deleting and uploading a modified file document at anytime before the submittal deadline. Only one document may be uploaded. You must delete the file before uploading a new file.

Submittal

[QualificationDocument.pdf](#)

Upload Date

4/16/2008



Comments

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